CACC Project Monitoring and Identification of Dependencies

EXPECTATIONS FOR PROJECT MANAGERS

Michael P. Pollard, Chair

October 21, 2010

COT's Direction to CACC

- Drop task-level process associated with dashboards; take a more collegial approach

- Renew focus on tracking interdependencies among automation projects across <u>all</u> trial courts

- Monitor beyond development phase to better identify relationship impacts, coordinate dependencies, and capitalize on lessons learned for good of court system as a whole

- Obtain updates from managers of local projects that have business deliverables depended upon by high priority statewide projects

Example of Dependencies
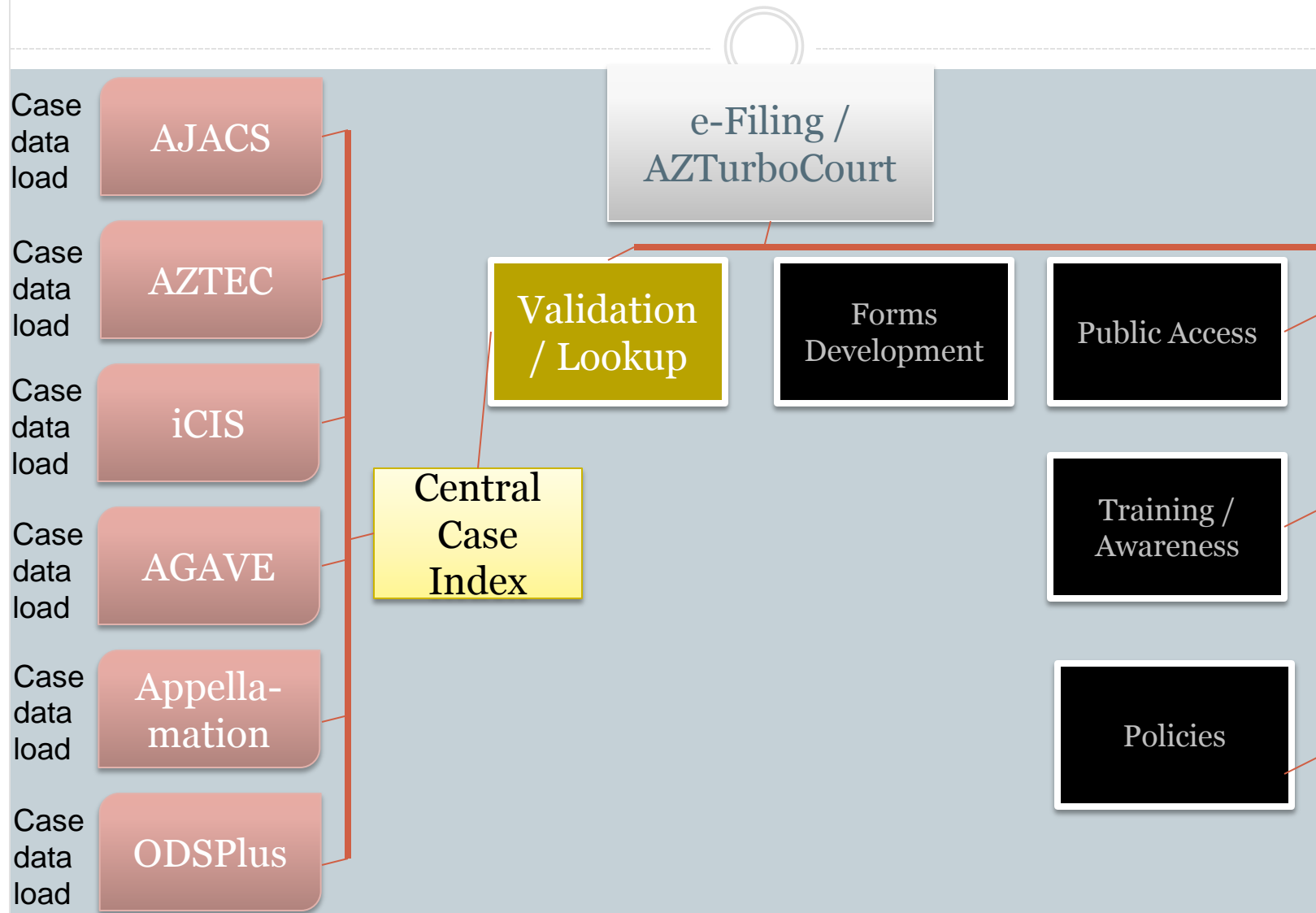
Key Concepts

- CACC has now acted on COT's direction and fundamentally reorganized its monitoring strategy
- MindMap tool exists to effectively expose and track interrelationships among automation projects within the trial courts
- CACC depends on project managers in the courts for honest, timely updates – not just AOC
- Process exists for obtaining those updates monthly

Monthly Update Strategy

- MindMap translated into spreadsheets by project with three rows per business deliverable

- AOC project managers fill in what changed since last month's update, if anything

- May distribute further to local project manager to add more details, when necessary

- Spreadsheet needs "Changes this month" column updated and returned to sender

- Staff translates spreadsheet revisions into MindMap update, notes scope and date changes

Monthly Update Strategy

- Discusses most significant changes with chair
- Decides what project managers should appear at CACC
- Post MindMap ; Issue agenda for meeting
- Focus of discussion is ripple effect of date or scope changes on dependent projects to ensure everyone is aware of implications and has plan to address
- CACC chair escalates priority issues to local court leadership or COT chair, when statewide projects' delivery dates are negatively affected

CACC's Monitoring Tool
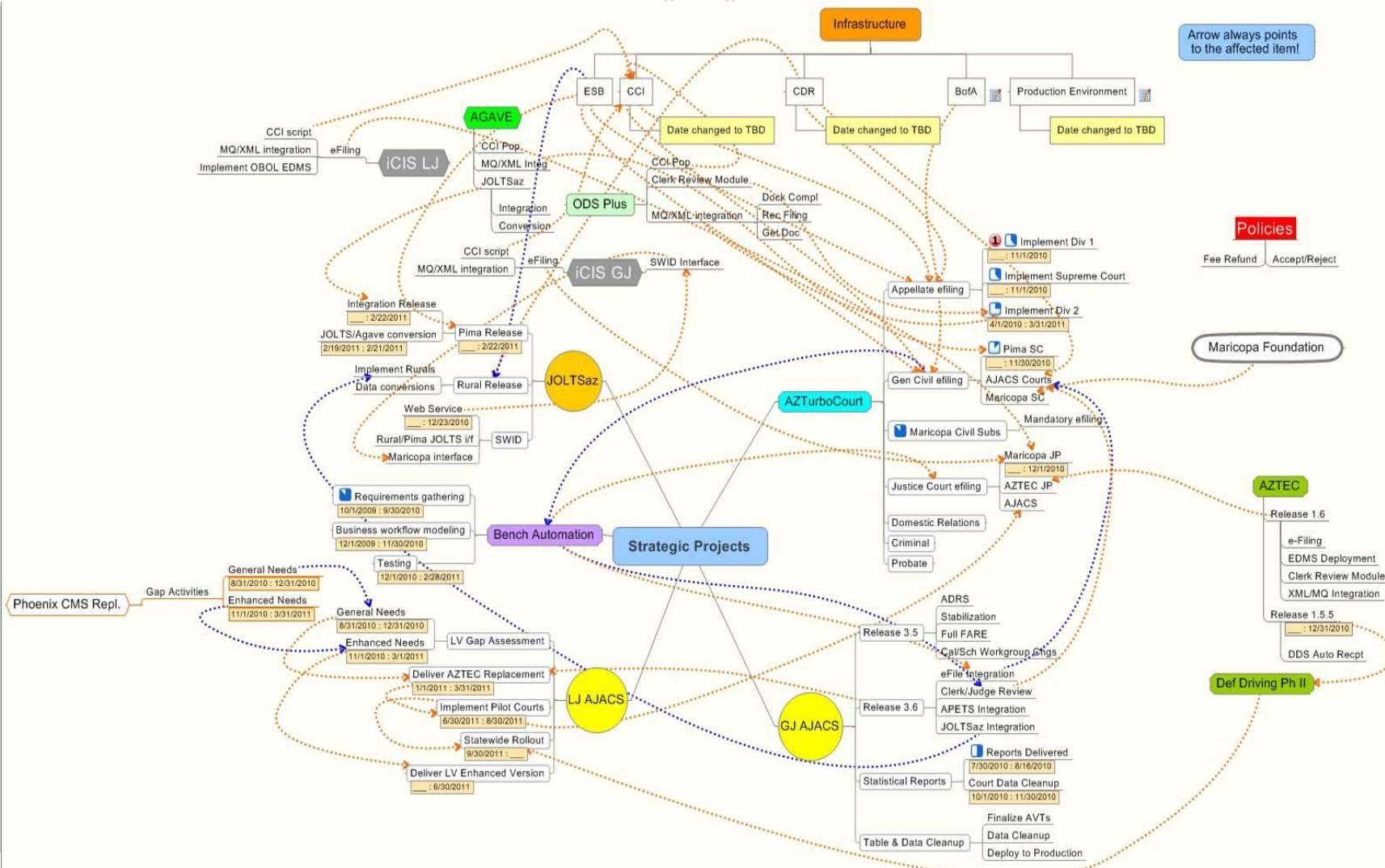
Spreadsheet Sample

	BASELINE	CHANGES THIS MONTH
Project Manager Name	Steve Ballance	
Status Date		10/7/2010
Project Name	AGAVE	
Milestone Name	MQ/XML Integ	
Sub-Milestone Name		
Sub-Milestone Name		
Critical/Risk (Y/N)		
Priority (if appl)	10	
Percent Complete	60%	
Start Date	7/1/2010	
End Date	11/15/2010	
Certainty %	80.00%	
Project/Milestone it depends on		Intrasys
Project/Milestone it depends on		
Project/Milestone it depends on		
Project/Milestone depending on it	AZTurboCourt/Gen Civil efiling/Pima SC	
Project/Milestone depending on it		
Project/Milestone depending on it		

Questions & Answers

- Project Managers
  - Do you understand CACC's expectations?
  - What process questions do you have?
  - What prevents you from supplying updates for December meeting?

- CACC Members
  - What else do project managers need to know?